



Maintenance & Inspections Strategy: Carriageway, Footway and Cycleway

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Maintenance & Inspections Strategy: Carriageway, Footway and Cycleway

1.1 Introduction

The Essex County Council Highways Carriageway, Footway and Cycleway Maintenance & Inspections Strategy has been fundamentally reviewed with maintenance engineers, inspectors and other practitioners to take account of the recommendations and best practice set out in the October 2016 'Well-managed Highway Infrastructure: A Code of Practice'.

The Code of Practice is designed to promote the adoption of an integrated asset management approach to highway infrastructure based on the establishment of local levels of service through risk-based assessment.

This document supports the overarching Essex County Council Highways Maintenance Policy. It sets out and describes the service levels relating to Essex County Council's risk-based approach to managing, organising, inspecting and maintaining the Carriageway, Footway and Cycleway Networks for which it is responsible.

Alongside this strategy will be supporting documents that set down the process & procedures to be operated.

This strategy covers the following key areas:

- Network Hierarchies
- Inspections
- Defect & Observation Investigatory levels
- Items for Inspection
- Defect & Observation Assessments
- Response times

1.2 Network Hierarchies

1.2.1 Carriageway Hierarchy

The functional route hierarchy (County Road Network) categorises the roads that are the responsibility of Essex County Council Highways into three hierarchies:

- Primary Route 1 (PR1)
- Primary Route 2 (PR2)
- Local Roads

These routes better reflect the asset usage in Essex compared to the national classifications, and they enable the Council to prioritise maintenance activities and make related network decisions with greater relevance, which ensures a better flow for commerce, goods and people.

Below is a table outlining the national carriageway classification types and how they transpose into the County Road Network hierarchies,

County/Local Route	County/Local Hierarchy	Category	Hierarchy Description	Type of Road General description	Description
County Route	PR1 – These are routes that we acknowledge are our busiest in Essex. The roads that form this network are those that carry large volumes of higher speed traffic through and around the County. It is essential that traffic on these routes remains free flowing, that they are maintained to the higher standards, and that unnecessary obstructions are removed promptly.	1	Motorway	Limited access motorway regulations apply	Routes for fast-moving long-distance traffic. Fully grade separated and restrictions on use. These are not maintained by Essex County Council.
			Radial Feeders	Final journey route into or out of town centres	These routes feed traffic to and from the inter-urban routes (to their final destination) and carry large volumes of traffic during the peak hours when people are trying to access/leave town centres. They will normally be developed areas in towns and village centres. It is essential that traffic on these routes remains free flowing, that they are maintained to the highest standards, and that unnecessary obstructions are removed promptly. They will normally have car park guidance systems and traffic signals to aid the flow of traffic and manage areas of conflict between the different modes and hierarchies. Therefore, it will be necessary to check and, if required, adjust the systems regularly.
		2	Strategic Route	Trunk and some Principal 'A' roads between primary destinations.	Routes for fast-moving long-distance traffic with little frontage access or pedestrian traffic. Speed limits are usually in excess of 40 mph and there are few junctions. Pedestrian crossings are either segregated or controlled and parked vehicles are generally prohibited.
		3a	Main Distributor	Major Urban Network and Inter-Primary Links. Short – medium distance traffic.	Routes between Strategic Routes and linking urban centres to the strategic network with limited frontage access. In urban areas speed limits are usually 40 mph or less, parking is restricted at peak times and there are positive measures for pedestrian safety.

County/Local Route	County/Local Hierarchy	Category	Hierarchy Description	Type of Road General description	Description
	PR2 - The remaining County Routes as defined in the LSA. Although not as important as the Priority 1 routes, the Priority 2 routes still perform an essential traffic management distributary function between the local network and Priority One County Routes. They will be accessed by a number of different types of users including local buses.	3b	Secondary Distributor	Classified Road (B and C class) and unclassified urban bus routes carrying local traffic with frontage access and frequent junctions.	In rural areas these roads link the larger villages and HGV generators to the Strategic and Main Distributor Network. In built up areas these roads have 30 mph speed limits and very high levels of pedestrian activity with some crossing facilities including zebra crossings. On-street parking is generally unrestricted except for safety reasons.
		2	Strategic Route	Trunk and some Principal 'A' roads between primary destinations	Routes for fast-moving long-distance traffic with little frontage access or pedestrian traffic. Speed limits are usually in excess of 40 mph and there are few junctions. Pedestrian crossings are either segregated or controlled and parked vehicles are generally prohibited.
		3a	Main Distributor	Major Urban Network and Inter-Primary Links. Short – medium distance traffic	Routes between Strategic Routes and linking urban centres to the strategic network with limited frontage access. In urban areas speed limits are usually 40 mph or less, parking is restricted at peak times and there are positive measures for pedestrian safety.
		3b	Secondary Distributor	Classified Road (B and C class) and unclassified urban bus routes carrying local traffic with frontage access and frequent junctions.	In rural areas these roads link the larger villages and HGV generators to the Strategic and Main Distributor Network. In built up areas these roads have 30 mph speed limits and very high levels of pedestrian activity with some crossing facilities including zebra crossings. On-street parking is generally unrestricted except for safety reasons.
		4a	Link Road	Roads linking between the Main and Secondary Distributor Network with frontage access and frequent junctions.	In rural areas these roads link the smaller villages to the distributor roads. They are of varying width and not always capable of carrying two-way traffic. In urban areas they are residential or industrial inter-connecting roads with 30mph speed limits, random

County/Local Route	County/Local Hierarchy	Category	Hierarchy Description	Type of Road General description	Description
					pedestrian movements and uncontrolled parking.
Local Route	Local Roads - Local roads will comprise all roads not defined as County Routes. These roads will be diverse in nature and use but will fall into one of the following descriptions: Urban – normally residential roads. These roads will be in towns and some residentially developed parts of villages. Their functional use is similar. i.e. mixed priority use, carrying local traffic only, routes leading to amenities and through residential areas. Rural - all other roads will be in this category. They will generally be unclassified roads linking small areas of development such as hamlets, farms and tourist attractions to each other and the strategic vehicle routes. Their use will be local in a transportation function, but these roads are likely to form parts of important cycling, horse riding or walking leisure routes.	4a	Link Road	Roads linking between the Main and Secondary Distributor Network with frontage access and frequent junctions.	In rural areas these roads link the smaller villages to the distributor roads. They are of varying width and not always capable of carrying two-way traffic. In urban areas they are residential or industrial inter-connecting roads with 30mph speed limits, random pedestrian movements and uncontrolled parking.
		4b	Local Access Road	Roads serving limited numbers of properties carrying only access traffic.	In rural areas these roads serve small settlements and provide access to individual properties and land. They are often only single lane width and unsuitable for HGVs. In urban areas they are often residential loop roads or cul-de-sacs.

1.2.2 Footway Hierarchy

The Essex Footway Network is a tailored functional route hierarchy that places the footway assets for which the Council is responsible into three hierarchies. These are:

- Primary Footway 1 (PF1)
- Primary Footway 2 (PF2)
- Primary Footway 3 (PF3)

The PF1 and PF2 hierarchies combined create the County Route Footway Network; this is the high footfall network of footways. PF3 footways create the Local Route Footway Network and are the low footfall footways in the County.

This hierarchy ensures all areas of the network are addressed appropriately, and it allows flexibility for the network to evolve, influenced by the changing needs of Essex County Council and highway users. Below is a table outlining the national footway classification types and how they transpose into the Essex Footway Network hierarchies.

Asset Use	Essex Footway Hierarchy	Code of Practice Category	Category Name	Code of Practice Description	Essex Description
County Route (High Footfall)	PF1	1a	Prestige Walking Zones	Very busy areas of towns and cities with high public space and street scene contribution.	Very busy areas of towns and cities with high public space and street scene contribution. Area not solely filled with shops or businesses, has other attraction for public.
		1	Primary Walking Routes	Busy urban shopping and business areas and main pedestrian routes.	Busy urban shopping and business areas and main pedestrian routes.
	PF2	2	Secondary Walking Routes	Medium usage routes through local areas feeding into primary routes, local shopping centres, etc.	Medium usage routes through local areas feeding into primary routes, local shopping centres, railway stations, bus stations, schools, hospitals, public gardens, sports centres, and other public spaces, etc.
Local Route (Low Footfall)	PF3	3	Link Footways	Linking local access footways throughout urban areas and busy rural footways.	Linking local access footways through urban areas and busy rural footways.
		4	Local Access Footways	Footway associated with low usage, short estate roads to the main routes and cul-de-sacs.	Footway associated with low usage, short estate roads to the main routes and cul-de-sacs.

1.2.3 Cycleway Network/Hierarchy

'In carriageway Cycleways are inspected at the same time and frequency as the carriageway in question. Where use of a Cycleway is shared with a footway, or where a Cycleway adjoins a footway, these are inspected at the same time and frequency as the footway in question. All other Cycleways are inspected at the frequency referenced in Table 1 in 1.3.2 below.

This approach addresses the likelihood of damage caused to the assets by other highway users, where Cycleways use is shared. It is anticipated that minimal damage will be caused to the assets from use by cyclists. In this respect, Cycleway hierarchy indicates the strategic importance of the cycle route, not the required frequency for safety inspection.

1.3 Safety Inspection – Strategy and Service Levels

1.3.1 General Principles for completion of Safety Inspections

The Council shall carry out safety inspections using trained personnel in a manner deemed appropriate for the inspection route in question. Safety Inspections will either be walked or driven. The method of inspection will be the one which best enables identification of defects and observations in accordance with this Strategy. However, the safety of the highway Inspector will always be the paramount consideration in determining the method of inspection. The methodology and procedures for carrying out inspections will be determined by the Director with responsibility for highways.

In some situations, the carriageway and adjacent footway will have differing inspection frequencies. Where this occurs, the inspections will be carried out at the frequency for the asset in question, i.e. inspection of the carriageway will observe the frequency for the carriageway; inspection of the footway will observe the frequency for the footway.

Where necessary, driven inspections shall be driven in both directions where road traffic regulations permit.

Walked inspections of roads with footway facilities on both sides shall also be inspected in both directions.

In the event of severe conditions, e.g. snow, or emergency conditions that affect business continuity such as outbreaks of illness, the inspections may be suspended at the decision of the Manager with responsibility for the Inspections service.

1.3.2 Safety Inspection Frequency

The inspection frequency (Table 1 below) is aligned with the network hierarchy. The hierarchy has been developed and assigned based on the characteristics and usage of the asset type in question, i.e. each hierarchy is a group of assets of similar characteristics and usage.

Table 1: Safety Inspection Frequencies by Asset Type

Feature	Hierarchy	Inspection frequency
Carriageway/Cycleway (where Cycleway feature is 'within carriageway')	County Road PR1	Monthly
	County Road PR2	3 Monthly
	Local Route	12 Monthly
Footway/Cycleway (where Cycleway is feature that is shared use with footway or adjoins footway)	County Route Primary Footway PF1	Monthly
	County Route Primary Footway PF2	3 Monthly
	Local Route Footway PF3	12 Monthly
Cycleway PC which is neither 'in carriageway' nor shared use with footway nor adjoins footway.	Cycleway PC	12 Monthly

As far as possible Inspections are planned to maximise efficiency so that all inspections are completed within the calendar month due. However, the inspections plan retains flexibility to account for holiday, sickness and unforeseen events.

1.3.3 Ad Hoc Inspections

In addition to the planned safety inspections, the Council receives reports and enquiries from several sources regarding its highway assets. The Council operates systems that allow these to be received either electronically or via traditional methods such as by letter or telephone call. It also operates a system to receive reports or enquiries of an emergency nature outside of normal working hours.

An enquiry is not considered to be a defect or observation meeting the investigatory levels

until it has been assessed by a member of the inspection team or a highway officer. Until that time, it remains a query from the public. Reports can be taken online or via a phone call. When the option to report online is not available to the customer, the website also provides the contact number for the customer to call. Due to their nature urgent reports cannot be reported online. The website provides the contact number for the customer to call to report anything that in their opinion is urgent.

On receipt of the report the unconfirmed defect or observation will be triaged, based on the information received, and assigned to one of the following two categories.

Urgent	Urgent enquiries will be assessed on the same working day as received*
Standard	Standard enquiries will be assessed within 25 working days from the day received, including site visit if required*

**Or if this response time cannot be met due to periods of high demand being experienced, such as the period after severe weather, then as soon as practicable.*

1.4 Items to be inspected and their Investigatory Levels

The main purpose of a safety inspection is to identify defects that are likely to be a source of danger or of inconvenience to the highway user. The safety inspection can also be used to identify observations that have an impact on long term serviceability and sustainability of the highway asset.

All asset sites that meet the criteria listed in the table below that meet or exceed the investigatory levels receive a Risk Assessment score which will subsequently identify the site as either a defect or observation. In the event that a defect is identified, the defect will be assigned a priority for repair.

The items to be assessed during an inspection and the corresponding investigatory levels are set out below.

Item	Site Criteria	Investigatory level
Carriageway/ Cycleway Surface	Pothole 100mm across in two perpendicular directions	≥ 50mm depth at lowest point
	Depressions or deformations or < 400mm in any width)	± 50mm depth from designed level
	Wheel track Rutting	± 50mm depth from designed level
	Longitudinal or transverse cracking (in carriageways of composite or ridged construction or at other construction joints)	50mm deep, ≥40mm in width
	Sudden Changes in level (i.e. at joints in composite or ridged construction joints) Defects found within a designated pedestrian crossing area within a carriageway (such as zebra crossing) will be recorded at the corresponding footway investigatory levels. All other areas will be treated as per the carriageway investigatory levels.	≥50mm
	Dedicated cycle lanes identified by white line within carriageway or traffic management within carriageway, 75mm across in two perpendicular directions	≥20mm depth at lowest point

Item	Site Criteria	Investigatory level
Footway Surface, (including Cycleway and shared surfaces)	Surface defect 75mm across	≥20mm
Item	Site Criteria	Investigatory level
Footway Surface, (including Cycleway and shared surfaces)	Displaced Slab/block paving, Trip/Sudden level difference	≥20mm
	Rocking slab or block paving	≥20mm (of vertical movement)
	Gradient changes in surface levels e.g. due to iron works, tree roots	±30mm (from designed finished level)
	Broken or cracked flag paving (but still restrained)	will be risk assessed

Item	Site Criteria	Investigatory level
Kerbs (adjacent to Carriageway and Footway)	Missing/ displaced (unrestrained)	will be risk assessed
	Loose/rocking (unrestrained movement when pressure is applied)	≥20mm of movement in any direction.
	Misaligned (but still restrained)	≥20mm in a vertical alignment and ≥50mm in horizontal alignment
	Chipped/damaged with a trip or sudden level difference on the top face	≥20mm
Item	Site Criteria	Investigatory level
Kerbs (adjacent to Carriageway only)	Missing/displaced (unrestrained)	will be risk assessed
	Loose/rocking (unrestrained movement when pressure is applied)	≥50mm of movement in any direction.
	Misaligned (but still restrained)	≥50mm in a vertical alignment and ≥50mm in horizontal alignment
	Chipped/damaged with a trip or sudden level difference on the top face	≥50mm depth and 75mm along the length of the kerb

Item	Site Criteria	Investigatory level
Verges Soft Verges- Grass or Mud Hard Verges- surfaced non- footway or carriageway areas	Over run or sunken area adjacent to the edge of the carriageway pavement construction.	≥150mm in depth
	Over run or sunken area adjacent to the edge of the footway/cycleway pavement construction.	≥100mm in depth
	Damaged area of non-footway or non-carriageway area adjacent to a carriageway	≥150mm in depth
	Damaged area of non-footway or non-carriageway area adjacent to a footway	≥100mm in depth
Item	Site Criteria	Investigatory level
Iron Works – in Carriageways	Horizontal Gaps in framework (other than designed and manufactured)	≥40mm in width.
	Longitudinal Gaps in framework (other than designed and manufactured)	≥25mm in width.
	Level differences between covers and frame	will be risk assessed
	Rocking/noisy covers	will be risk assessed
	Cracked/broken Cover	will be risk assessed ≥25% worn/polished
	Worn/polished covers	
	Missing Cover	will be risk assessed
	Material reinstatement/surround failure	50mm deep, 100mm across in any horizontal direction

Item	Site Criteria	Investigatory level
Iron Works – in Cycleways, Shared surfaces and Footways	Gaps in framework (other than designed and manufactured)	≥25mm in width.
	Level differences between covers and frame	± 20mm depth from designed level
	Rocking/noisy covers	will be risk assessed
	Cracked/broken Cover	will be risk assessed
Item	Site Criteria	Investigatory level
Iron Works – in Cycleways, Shared surfaces and Footways	Worn/polished covers	≥25% worn/polished
	Missing Cover	will be risk assessed
Flooding/ Drainage	Substantial Standing water/flooding 2 hours after cessation of rainfall 1.5 meters from edge of carriageway	will be risk assessed
	Substantial Running water across the highway (other than by design i.e. Ford)	will be risk assessed
	Collapsed/blocked drainage system	will be risk assessed
	Blocked gully (silted above outlet)	will be risk assessed
Road Markings	Faded or worn markings - regulatory markings (Give Way, Stop, Zebra Crossings etc)	25% loss
	Faded or worn marking – all others	50% loss
Road Studs	Missing, displaced, loose or defective	will be risk assessed

Item	Site Criteria	Investigatory level
Traffic Signs	Missing, damaged signs Dirty, faded or worn signs	will be risk assessed 25% loss
Vehicle Restraint Barriers, Pedestrian Barriers and fencing	Damaged, moving or misaligned.	will be risk assessed
Bollards	Damaged/missing or misaligned Dirty, faded.	will be risk assessed 25% loss
Item	Site Criteria	Investigatory level
Street Lighting and lit items	Not operating, malfunctioning, Damaged or misaligned posts and other furniture, Exposed wiring	will be risk assessed will be risk assessed will be risk assessed
Traffic Signals and other	Signals not operating, malfunctioning	will be risk assessed
electronic items	Damaged or misaligned posts and other furniture Exposed wiring Obscured/dirty/faded signal lights	will be risk assessed will be risk assessed 25% loss

Item	Site Criteria	Investigatory level
Trees, Hedges and vegetation	Unstable tree (or hedge) fallen or in danger of falling onto the highway	will be risk assessed
	Overhanging tree leading to loss of height clearance	≤ 2.1m over Footway ≤ 2.4m over Cycle Way ≤5.1m over Carriageway
	Encroachment on to the highway	will be risk assessed
	Obstructing visibility spays/lines	will be risk assessed
	Obstructing signs, lighting and traffic signal	will be risk assessed
Item	Site Criteria	Investigatory level
Highway general condition	Oil/fuel/debris/mud/stone/gravel at a level likely to be a hazard	will be risk assessed
	Fire Damage	will be risk assessed
	Damaged/missing street furniture	will be risk assessed
	Illegal signs	will be risk assessed
	Obstructions	will be risk assessed
	Obstructed sight lines	will be risk assessed
	Offensive graffiti	will be risk assessed
	Illegal vehicle crossing	will be risk assessed
Other	Other issues that an inspector identifies during an inspection that they consider should be recorded as part of the inspection.	will be risk assessed

1.5 Defect & Observation Assessment

Recorded locations that meet investigatory level are risk assessed during the inspection on a site-specific basis. This allows other considerations that the inspector feels relevant to be factored into the risk assessment and used to determine the appropriate response.

The process and methodology applied by the inspector is set out below.

When a site meets investigatory level, it is risk assessed. The risk shall be assessed in two parts;

1.5.1 Consequence

The Inspector will conduct an assessment which considers the most likely outcome if there is an interaction by a highway user with the site.

Examples of factors that an Inspector will consider are:

- The type of highway user likely to interact with the site
- Any other circumstances that would increase the likely consequence of an interaction

The likely consequence of an interaction by a highway user will be quantified by the Inspector using their experience and judgement on a scale of 1 to 5:

1. Insignificant Impact
2. Minor Impact
3. Moderate Impact
4. Significant Impact
5. Major Impact

1.5.2 Likelihood

The likelihood of a highway user interacting with the site shall be quantified on a scale of 1 to 5.

Considerations will include the following;

- Its location in the highway, considering all highway users
 - Local facilities, e.g. schools, hospitals
 - Other factors within the knowledge of the inspector
1. Rare
 2. Unlikely
 3. Possible
 4. Likely
 5. Almost Certain

1.5.3 Risk Factor Score

The risk factor is the product of likelihood score and consequence score assessments multiplied together. This will produce a range of scores from 1 to 25. It is this score that identifies the seriousness of the risk and consequently that identifies the appropriate level of response.

The relationships between the risk factor scores and the levels of response are shown in the Risk matrix overleaf.

		Likelihood				
		Rare (1)	Unlikely (2)	Possible (3)	Likely (4)	Almost Certain (5)
Consequence	Insignificant (1)	1	2	3	4	5
	Minor (2)	2	4	6	8	10
	Moderate (3)	3	6	9	12	15
	Significant (4)	4	8	12	16	20
	Major (5)	5	10	15	20	25

1.6 Defect & Observation response times

Sites that are subject to risk assessment will be defined as follows;

Safety Defects will be sites having a risk evaluation score of 10 or more and be defined as follows;

D1 and D2 safety defects are those sites that following risk assessment may pose a higher risk of causing harm or damage to the public and therefore require attention within a prescribed timescale as they represent an immediate or imminent safety hazard or because there is a risk of short-term structural deterioration to the asset.

D3 safety defects are those sites that following risk assessment may pose a reduced level of risk compared to D1 and D2 defects, but require attention within a prescribed timescale as they represent a less immediate or imminent safety hazard or risk of short-term structural deterioration to the asset.

D3A -safety defects with a risk assessment of 15 or 16 will be repaired within a fixed 90 day period. They are not considered to be an immediate or imminent safety hazard but they require a fixed time period of repair.

Observations will be sites having a risk score of less than 10 and be defined as follows:

Observations are those sites that following risk assessment are of low risk of causing harm or damage and are therefore considered only to impact long term serviceability and sustainability of the highway asset.

Response times for Defects:

Response time is defined as the time taken to deliver a make safe or permanent repair from the time the safety defect is identified by an inspector or highway officer.

Response times for Observations:

No priority of repair will be given to sites identified as Observations, and these sites will only be considered for repair where they coincide with locations subject to broader scoped works identified through other Strategies or maintenance initiatives. For example, broad scoped maintenance schemes, or road or footway resurfacing, where works are programmed over time to achieve efficient resource scheduling.

Observations will be monitored and reviewed during safety inspections, and in the event that a revised risk evaluation score re-categorises a site as a defect, it will then follow the process set out in this Strategy relating to recorded defects.

		Observations Score 1-9	D3 Score 10-16	D2 Score 20	D1 Score 25
Response Time	County Route carriageways and footways	To be reviewed at next routine inspection. Only to be considered for repair where sites coincide with locations subject to broader scoped works identified through other Strategies or maintenance initiatives	90 working days ³	2 whole working days ^{1,2}	2 hours ²
	Local Route carriageways and footways			5 whole working days ^{1,2}	
	Other assets			If a D2 defect is raised on an asset within the carriageway the response time will be inherited from the carriageway hierarchy If the D2 defect is raised on an asset within the footway the response time will be inherited from the footway hierarchy	

¹Where an D2 defect is identified, the response time will be whole working days, where the first whole working day will follow the day in which the defect is identified and recorded. This will avoid complicated resource scheduling, thereby achieving better value for Essex residents.

²Where regularity sign defects are identified and recorded as a D1 or D2, these will be made safe through temporary traffic management arrangements where appropriate, such as the deployment of arrow boards, traffic cones and barriers, or any combination of these.

³Defects which are recorded with a score of 15 and/or 16 will be repaired within 90 days.

Where defects are recorded with a score of 10 and/or 12 and there is broader scoped works planned at the location within the next 12 months the defect will be included in that scheme. The defect will continue to be monitored during routine safety inspections and should its priority of response change, then it will follow the process set down for the priority in question. If the planned works are delayed beyond 12 months or if no works are planned the defect will be repaired within 90 working days.

1.6.1 Guidance and monitoring

Every Inspector receives training to promote relevance and consistency as far as practicable. In addition, there is an audit regime in place to check the quality and consistency of defect and observation identification and recording.

1.6.2 Exceptions

There will be occasions where the inspector will be faced with exceptional situations or when having completed the risk assessment, the Inspector feels a higher priority of response is warranted. In such situations the inspector may use their discretion to increase the priority of response.

In these cases, the inspector will record this increase in priority on the notes relevant to the site risk assessment record, summarising their reasoning. Supporting evidence in the form of extra photographs, etc., may be linked or attached to the site record within the asset management system.

1.6.3 Recording of Inspections, Defects and Observations

All routine safety inspections are to be electronically recorded with the following information.

- Date and time of inspection
- Identity of the lead inspector
- Weather conditions and highway surface state
- Type of inspection
- Identity of secondary inspector (if applicable)
- Notes of any issues or concerns noted by the inspector.
- General photographs of the road or highway that was inspected.

Defects & Observations will be recorded with the following information.

- Date and time that the defect or observation was recorded
- Identity of the inspector
- Description of the defect or observation (including any measurements)
- Location of the defect or observation
- The risk assessment scores and Risk factor score
- The defect priority, or assigned to observation
- Linked photograph(s)

1.6.4 Performance Management

In order to assess and manage the delivery of this Strategy, the following measures and indicators will be recorded and assessed:

1. Monitoring and reporting each year the level of missed inspections, split by cause
2. Monitoring and reporting each month the level of defects being recorded, split by priority, as well as the level of observations being recorded

The reports shall be maintained and presented as Safety Inspection Performance Measures.

16.5 Key roles and Competencies

There is a dedicated team whose main function is undertaking Highway Safety Inspections and reactive Inspections in accordance with this Strategy. All members of the team will be assessed against the Highway Inspections Competency Framework to ensure they meet the minimum standards for their role.

The Competency Framework sets out the expected knowledge level against the relevant tasks or requirements for each role in the team.

This information is issued by:
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